



# Comprehensive Gap Assessment Template

Content Creation / Pier Ziv / 27 Apr 2023 / Teshub Sara

Complete

Score	80%	Flagged items	1	Actions	1
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## Department

Content Creation

## Employee Name

Pier Ziv

## Date and Time of Review

27.04.2023 16:13 PST

## Manager / Supervisor

Teshub Sara

**Flagged items & Actions**

1 flagged, 1 action

**Flagged items**

1 flagged, 1 action

Audit / Additional Information

**Is the employee motivated?**

No

Employee stated they don't like their current teammates due to personal issues.

To Do | Priority Medium | Due 04.05.2023 16:15 PST | Created by SafetyCulture Staff

Investigate issue

**Other actions**

0 actions

## Details of Need

### Current Performance:

• What is currently happening with performance? What is the employee doing or not doing? [include specific behaviors, results, etc.]

Employee is performing as expected and accomplishes their responsibilities on time. However, they are having problems with maintaining personal relationships. This affects how they do their group tasks.

### Expected Performance:

• What should be happening with performance to meet standards/expectations?

Employee should be coordinating well with their teammates so they can submit their projects on time.

### Gap:

• Identify the difference between current performance & expected performance

Employee is struggling with coordinating properly and nicely with their coworkers, causing delays in some projects.

## Additional Information

Is the employee aware of what is expected?

Yes

Is the employee aware of their own performance?

Yes

Is the employee being held accountable for performing to these expectations?

Yes

Is the employee knowledgeable, skilled and has the abilities to perform as expected?

Yes

Is the employee motivated?

No

Employee stated they don't like their current teammates due to personal issues.

To Do | Priority Medium | Due 04.05.2023 16:15 PST | Created by SafetyCulture Staff

Investigate issue

### Identify how the employee can be motivated

Possible ideas to motivate employee:

- Bonus
- Re-assign employee to a different team
- Assure them this will be a one-time thing

**List uncontrollable internal or external environmental factors influencing the employee's performance**

- The issue with their other teammates (employee has not disclosed what this issues is, but said it is personal)
  - How the employee interacts with their teammates
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**Completion**

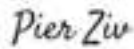
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**Recommendations**

Coordinate with the other teammates to understand what the other issues are. It might also be best to re-evaluate the projects they are all handling so as not to cause further delays.

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**Employee (Full Name and Signature)**



Pier Ziv  
27.04.2023 16:16 PST

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**Manager (Full Name and Signature)**



Teshub Sara  
27.04.2023 16:16 PST

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